

**FEDERAL TRANSIT ADMINISTRATION PROGRAM  
FOR ELDERLY AND DISABLED INDIVIDUALS  
(49 U.S.C. SECTION 5310)  
2005-06 FUNDING CYCLE**

**ISSUE DATE: DECEMBER 1, 2004**

**QUANTITATIVE SCORING CRITERIA  
AND PROJECT RATING FORM**

**CONTENTS**

	Page
<b><i>SECTION 1</i></b>	
Project Need: Replacement	1 - 2
Project Need: Service Expansion	3
Project Need: Other Equipment	4
<b><i>SECTION 2</i></b>	
Service Effectiveness	5 - 6
<b><i>SECTION 3</i></b>	
Project Need: Unavailable, Insufficient or Inappropriate	7 - 8
<b><i>SECTION 4</i></b>	
Ability of Applicant	9 - 10
<b><i>SECTION 5</i></b>	
Coordination	11
<b><i>SECTION 6</i></b>	
Project Scoring	12

**APPLICANT:** \_\_\_\_\_

**Maximum 20 Points**

[illegible]

Page 1 of 12

12/01/04

**SECTION 1 - Project Need: Replacement**
**Maximum 20 Points**

<b>DEFINITION</b>	<b>QUANTITATIVE CRITERIA</b>	<b>QUANTITATIVE SCORE</b>	<b>PROJECT SCORE</b>
<p><b>Excessive Maintenance:</b> Vehicle <u>does not meet minimum useful life requirements</u> (4 years or 100,000 miles for minivan, modified van and single wheel cut-a-way or 7 years or 200,000 miles for bus), but needs to be replaced due to excessive maintenance.</p>	<p>3. Vehicle to be replaced due to problems related to <b>excessive maintenance</b>:</p> <p>Documented major component problems (e.g., repeated engine replacement, excessive brake and transmission replacement, excessive repairs during warrantee period due to design flaw, repair cost more than replacement cost). Documentation to include copies of letters to vendor and/or original equipment manufacturer, repair bills, repair estimates, etc.</p>	<p>0 - 20</p>	<p>_____</p>
		<p><b>TOTAL POINTS</b> Maximum 20 points</p>	<input data-bbox="1425 1839 1497 1906" type="text"/>

GO TO PAGE 5 OF 12

**SECTION 1 - Project Need: Service Expansion**
**Maximum 20 Points**

	<b>DEFINITION</b>	<b>QUANTITATIVE CRITERIA</b>	<b>QUANTITATIVE SCORE</b>	<b>PROJECT SCORE</b>
<i>Communication equipment to be included with vehicle:</i>  ___ Mobile Radio*	<b>Service Expansion:</b> Determination that requested equipment will be fully utilized (days and hours, passenger trips, service area) including usage of vehicle by another agency through a coordination plan.	1. Projected service hours per week to be provided with requested vehicle will increase total existing service hours by: more than 38 hours per week  more than 35 to 38 hours per week  more than 32 to 35 hours per week  more than 29 to 32 hours per week  more than 26 to 29 hours per week  more than 23 to 26 hours per week  20 to 23 hours per week  less than 20 hours per week  <b>AND</b>	7  6  5  4  3  2  1  0	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
		2. Projected number of daily one-way passenger trips divided by proposed total vehicle service hours: Greater than 8 passengers per service hour  more than 7 to 8 passengers per service hour  more than 6 to 7 passengers per service hour  more than 5 to 6 passengers per service hour  more than 4 to 5 passengers per service hour  more than 3 to 4 passengers per service hour  2 to 3 passengers per service hour  Less than 2 passengers per service hour  <b>AND</b>	7  6  5  4  3  2  1  0	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
* If requesting new system (base station and mobile radios) score under <b>Other Equipment</b> .		3. Projected number of miles for proposed vehicle per day is: Greater than 105 miles per vehicle  more than 90 to 105 miles per vehicle  more than 75 to 90 miles per vehicle  more than 60 to 75 miles per vehicle  more than 45 to 60 miles per vehicle  30 to 45 miles per vehicle  less than 30 miles per vehicle	6  5  4  3  2  1  0	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
			<b>TOTAL POINTS</b> <i>Maximum 20 points</i>	<input type="text"/>

GO TO PAGE 5 OF 12

**SECTION 1 - Project Need: Other Equipment****Maximum 20 Points*****Other Equipment - computer system and software, maintenance equipment, communication system and other***

	<b>DEFINITION</b>	<b>QUANTITATIVE CRITERIA</b>	<b>QUANTITATIVE SCORE</b>	<b>PROJECT SCORE</b>
____ computer system ____ software ____ maintenance equipment ____ communication system ____ other:	Determination that ancillary equipment will provide critical support to the applicant's transportation program.	1. Equipment will coordinate fleet of: more than 15 vehicles	15	_____
14 vehicles		14	_____	
13 vehicles		13	_____	
12 vehicles		12	_____	
11 vehicles		11	_____	
10 vehicles		10	_____	
9 vehicles		9	_____	
8 vehicles		8	_____	
7 vehicles		7	_____	
6 vehicles		6	_____	
5 vehicles		5	_____	
4 vehicles		4	_____	
3 vehicles		3	_____	
less than 3 vehicles		0	_____	
<b>AND</b>				
2. Applicant is currently using manual system for scheduling, vehicle tracking, etc.		5	_____	
<b>OR</b>				
3. Applicant has no communication equipment.		5	_____	
<b>OR</b>				
4. Applicant needs to replace inadequate computer equipment to improve efficiency.		5	_____	
			<b>TOTAL POINTS</b> <i>Maximum 20 points</i>	<input type="text"/>

**GO TO PAGE 5 OF 12**

## SECTION 2 - Service Effectiveness

**Maximum 30 Points**

DEFINITION	QUANTITATIVE CRITERIA	QUANTITATIVE SCORE	PROJECT SCORE
<p><b>Service Effectiveness:</b> Determination that existing fleet is fully utilized (days and hours, passenger trips and service area) including usage of vehicle(s) by another agency through a coordination plan.</p> <p><b>Existing transportation provider:</b> Applicant currently provides transportation service.</p> <p><b>First-time transportation provider:</b> Applicant currently <i>does not</i> provide transportation service.</p>	<p>1. <b>Existing transportation provider:</b> Total service hours per week divided by number of vehicles (excluding vehicles in back up service):</p> <p><b>First-time transportation provider:</b> Projected service hours per week:</p> <p>Over 38 hours per week</p> <p>over 36 hours per week, but not more than 38 hours per week</p> <p>over 34 hours per week, but not more than 36 hours per week</p> <p>over 32 hours per week, but not more than 34 hours per week</p> <p>over 30 hours per week, but not more than 32 hours per week</p> <p>over 28 hours per week, but not more than 30 hours per week</p> <p>over 26 hours per week, but not more than 28 hours per week</p> <p>over 24 per week, but not more than 26 hours per week</p> <p>over 22 hours per week, but not more than 24 hours per week</p> <p>20 to 22 hours per week</p> <p>less than 20 hours per week</p> <p>AND</p> <p>2. <b>Existing transportation provider:</b> Sum of the total one-way passenger trips per day divided by total service hours per day (excluding backup service):</p> <p><b>First-time transportation provider:</b> Projected number of daily one-way passenger trips divided by total vehicle service hours:</p> <p>Over 8 passengers per service hour</p> <p>over 6 passengers per service hour, but not more than 8 passengers per service hour</p> <p>over 4 passengers per service hour, but not more than 6 passengers per service hour</p> <p>over 2 passengers per service hour, but not more than 4 passengers per service hour</p> <p>1 to 2 passengers per service hour</p> <p>less than 1 passenger per service hour</p> <p>AND</p>	<p>10</p> <p>9</p> <p>8</p> <p>7</p> <p>6</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p> <p>0</p> <p>10</p> <p>8</p> <p>6</p> <p>4</p> <p>2</p> <p>0</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	SUBTOTAL		<div></div>

GO TO PAGE 6 OF 12

**Maximum 30 Points**

GO TO PAGE 7 OF 12

**SECTION 3 - Project Need: Unavailable, Insufficient or Inappropriate**
**Maximum 10 Points**

	<b>DEFINITION</b>	<b>QUANTITATIVE CRITERIA AND SCORING</b>	<b>PROJECT SCORE</b>
<p><b>Target Population:</b> Proposal fully describes the needs of the target population of persons who are elderly or of any age with disabilities, as well as why mass transportation and paratransit services are unavailable, insufficient or inappropriate.</p> <p><i>Check one:</i>  <input type="checkbox"/> 1 Unavailable  <input type="checkbox"/> 2 Insufficient  <input type="checkbox"/> 3 Inappropriate</p>	<p><b>Unavailable:</b> There is no existing mass transportation or public paratransit (e.g., ADA paratransit, fixed route, dial-a-ride services) in proposed project service area available to serve the described target population.</p> <p><b>Insufficient:</b> Available mass transportation and paratransit services are insufficient to meet the needs of the target population, or equipment needs replacement to ensure continuance of service. (Examples: service at capacity, service parameters, routes, hours, need not met due to eligibility and/or trip criteria, projected future need, vehicles inaccessible, etc.)</p>	<p><u>SCORING:</u>            0 points = Does not address question.            1 points = Addresses question without attaching relevant documentation.            2 points = Addresses question completely attaching relevant documentation and discussion of the issue. Examples of documentation include: testimony at or findings from an Article 8 hearing, citizen/on-board passenger surveys, current waiting lists, records of trips denied, ADA Plan, recognized studies or plans that document transit needs (e.g. Area Agency on Aging Needs Assessment, short range transit plan, Senate Bill 826 Action Plan/Progress Report), letter from public transit agency, newspaper articles, agency brochures, agency statistics or demographics, letter of inquiry to and /or response from other funding sources.</p> <p><u>UNAVAILABLE</u>            1. Applicant accurately describes how population is unserved by public transit or public paratransit, including fixed route, dial-a-ride, ADA complementary paratransit services, and private paratransit.  <b>AND</b>            2. Applicant describes target population (ages, types of disabilities, demographics).  <b>AND</b>            3. Applicant describes transportation needs of target population.  <b>AND</b>            4. Applicant describes how proposed project will address described needs.  <b>AND</b>            5. Applicant describes other funding sources considered (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.</p> <p><b>OR</b>  <u>INSUFFICIENT</u>            1. Applicant accurately describes available public transit and public paratransit, including fixed route, dial-a-ride, ADA complementary paratransit services, and private paratransit.  <b>AND</b>            2. Applicant describes target population (ages, types of disabilities, demographics).  <b>AND</b>            3. Applicant describes transportation needs of target population and why available transit is insufficient to meet the identified needs.  <b>AND</b>            4. Applicant describes how proposed project will supplement or expand available transit and address described unmet needs or in case of vehicle replacement, will ensure continuance of existing service.  <b>AND</b>            5. Applicant describes other funding sources considered (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.</p> <p><b>OR</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
		<b>SUBTOTAL</b>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>

GO TO PAGE 8 OF 12



**SECTION 3 - Project Need: Unavailable, Insufficient or Inappropriate****Maximum 10 Points**

DEFINITION	QUANTITATIVE CRITERIA	PROJECT SCORE
<p><b><i>Inappropriate:</i></b> Target population has unique or special needs, which are difficult or impossible to serve on available mass transportation and/or paratransit. Example: lack of wheelchair accessibility.</p>	<p><b><u>INAPPROPRIATE</u></b></p> <p>1. Applicant accurately describes available public transit and public paratransit, including fixed route, dial-a-ride, ADA complementary paratransit services, and private paratransit.</p> <p>AND</p> <p>2. Applicant describes target population (ages, types of disabilities, demographics).</p> <p>AND</p> <p>3. Applicant describes special transportation needs of target population and why available transit is inappropriate to meet the identified needs.</p> <p>AND</p> <p>4. Applicant describes how proposed project will address special needs of target population.</p> <p>AND</p> <p>5. Applicant describes other funding sources considered (e.g., other grants, donations, contracts, cash reserves of the agency, etc.) and why these are not available to fund the proposed project.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<p><b>TOTAL POINTS</b> Maximum 10 oints</p>	<div></div>

GO TO PAGE 9 OF 12

**SECTION 4 - Ability of Applicant**
**Maximum 30 Points**

<b>DEFINITION</b>	<b>QUANTITATIVE CRITERIA</b>	<b>QUANTITATIVE SCORE</b>	<b>PROJECT SCORE</b>
Evidence of an applicant's experience and history of providing efficient and effective transit services.	<p>1. Applicant has experience providing existing specialized transportation services for elderly or individuals with disabilities for:</p> <p>a) more than 5 years</p> <p>b) more than 3 up to 5 years</p> <p>c) more than 1 up to 3 years</p> <p>d) less than 1 year</p> <p>2. Inclusion of satisfactory CHP or Caltrans inspection, or documentation that such an inspection is not required.</p> <p>3. Operating plan describes the following:</p> <p>a) Driver training program includes:</p> <p>New and continuing in-service driver training, including testing and certification</p> <p>Sensitivity Training</p> <p>First Aid/CPR</p> <p>b) Description of dispatching plan</p> <p>4. Maintenance plan includes the following:</p> <p>a) Pre- and post- trip inspection description</p> <p>b) Preventative and routine maintenance description</p> <p>5. Inclusion of maintenance and inspection forms.</p> <p>6. Contingency plans for when equipment is out of service.</p> <p>7. Operating funds:</p> <p>a) Qualified audit for agency included with no instances of non-compliance.</p> <p>b) Appropriate funding source for local match is identified.</p> <p>c) All sources of estimated operating income are identified for proposed project.</p> <p>d) Operating budget for <b>applicant agency</b> includes previous year, current year and upcoming year.</p>	<p>4</p> <p>3</p> <p>2</p> <p>0</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
		<b>SUBTOTAL</b>	<input type="text"/>

GO TO PAGE 10 OF 12

**SECTION 4 - Ability of Applicant****Maximum 30 Points**

<b>QUANTITATIVE CRITERIA</b>	<b>QUANTITATIVE SCORE</b>	<b>PROJECT SCORE</b>
<p><b><i>ADDITIONAL POINTS CAN BE OBTAINED FOR APPLICANTS THAT HAVE NOT PREVIOUSLY BEEN TRANSPORTATION PROVIDERS PROVIDED TOTAL POINTS FOR ABILITY OF APPLICANT CATEGORY DO NOT EXCEED 30 POINTS</i></b></p> <p>1. Applicant has experience in providing other (non-transit) services for elderly or individuals with disabilities:</p> <p>a) More than 3 years</p> <p>b) 1 to 3 years</p> <p>c) less than 1 year</p> <p>2. Applicant demonstrates support from the local regional transportation planning agency or CTSA (letter must be attached).</p>	<p>2</p> <p>1</p> <p>0</p> <p>2</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<b>TOTAL POINTS</b> Maximum 30 points	<input type="text"/>

GO TO PAGE 11 OF 12

**SECTION 5 - Coordination**
**Maximum 10 Points**

	<b>DEFINITION</b>	<b>QUANTITATIVE CRITERIA</b>	<b>QUANTITATIVE SCORE</b>	<b>PROJECT SCORE</b>
<i>Coordination of transit services and other transportation related activities where opportunities exist to coordinate.</i>	<p>Determination of an applicant's documented attempts and success in coordinating with other agencies needing and/or providing transportation services.</p> <p>Coordination of services includes:</p> <ol style="list-style-type: none"> <li>1. Allowing another agency or organization to use the requested vehicle while it is not being used by the applicant or providing transportation services for the clientele of another agency along with the applicant's service.</li> <li>2. Sharing transportation-related services, such as dispatching, driver/maintenance training programs, maps and schedules, etc., with another agency.</li> </ol>	<ol style="list-style-type: none"> <li>1. A letter from the CTSA* or coordinating agency confirming that applicant currently coordinates or proposes to coordinate one or more of the following activities (<b>total not to exceed 10 points</b>):               <ol style="list-style-type: none"> <li>a) Shared use of vehicles</li> <li>b) Dispatching or scheduling</li> <li>c) Maintenance</li> <li>d) Staff training programs</li> <li>e) Joint procurement of services and supplies from funding sources other than Section 5310</li> <li>f) Active participation in local social service transportation planning process</li> <li>g) Back-up transportation</li> <li>h) Coordination of client trip(s) with other transportation agencies</li> </ol> </li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>2. CTSA* has provided applicant with letter confirming that no opportunities for coordination currently exist for requested equipment.</li> </ol> <ul style="list-style-type: none"> <li>• If applicant is a CTSA or if there is no CTSA, a letter from the RTPA must be submitted.</li> </ul>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>10</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
			<b>TOTAL POINTS</b> Maximum 10 points	<input type="text"/>

GO TO PAGE 12 OF 12

## SECTION 6 - Project Scoring Sheet

Applicant: \_\_\_\_\_

Proj #	Project Type	Replacement VIN	Sect 1 (Max 20pts )	Sect 2 (Max 30pts)	Sect 3 (Max 10pts)	Sect 4 (Max 30pts)	Sect 5 (Max 10pts)	Total (Max 100pts)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								